



State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 23, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-21

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Reminder - Agency Contact Information for OSUP

Agencies are responsible for maintaining contact information in LaGov HCM using ZP200, Agency Contacts. **This contact list is used frequently by OSUP and other agencies, and it is important that your agency contact information is up to date.**

The following OSUP contact types must be updated by agencies in LaGov HCM using transaction ZP200:

- OSUP Statewide Vendors - Persons responsible for the processing of Statewide Vendor deductions.
- OSUP Travel Administrators - Persons responsible for the processing of employee Travel payments.
- OSUP Budget - Persons responsible for interpreting the effects of legislative changes that impact the agency's organizational or payroll structure on the LaGov HCM system.

Only OSUP has security to make changes to the following OSUP contact types in LaGov HCM, since these duties require an Undersecretary or Appointing Authority signature:

- AFS J5 Rejects - Persons responsible for correcting J5 Rejects on SUSF in AFS.
- Direct Deposit/EFT - Persons responsible for receiving EFT Return/Correction Report from OSUP.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-21

November 23, 2011

Page 2

Agencies must complete and submit the OSUP form, [OSUP/F71 \(R 10/09\) Agency Contact Setup/Change Form](#), for additions or deletions to the agency contact(s) assigned to the AFS J5 Reject or Direct Deposit/EFT contact types indicating what action should be taken in the Add, Delete column. All information requested on the form must be completed. Primary designations are limited to one employee per personnel area. One additional employee can be assigned the Alternate designation. **Two contacts must be designated for the “Direct Deposit/EFT” contact type.** The Agency Division field should be utilized to identify different facilities, regions, etc. within the same personnel area that the contact is responsible for. This form is located on OSUP’s website, under “Forms”, and can be completed in Microsoft Word, printed, and signed.

If you have any questions about maintaining contacts in LaGov HCM refer to the LaGov HCM [Help scripts](#). If you have any questions about the OSUP/F71 contacts form, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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